

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
**2005 PVEA WEATHERIZATION CONTRACT CLOSE-OUT CHECKLIST AND CERTIFICATION OF
DOCUMENTS TRANSMITTED**
CSD 733P (NEW 7/05)

Contractor	
Contract Term	Contract Number

Within 90 days of the end of your contract term, you are required to submit this form and all documents listed below to CSD. Any monies due CSD must also accompany the form and all documents.

1. Refund Close-out Check Amount \$ _____
☐ Submitted.
☐ Not Applicable.
2. PVEA Weatherization Close-Out Expenditure/Activity Adjustment Report(s), CSD 691 (New 7/05).
☐ Submitted.
☐ Not Applicable.
3. PVEA Weatherization Close-Out Equipment Inventory Schedule. Form, CSD 734P (New 7/05)
☐ Submitted.
☐ Not Applicable.

Comments:

CERTIFICATION	
THE SIGNATURE BELOW CERTIFIES THAT THE ENCLOSED DOCUMENTS (LISTED ABOVE) ARE ACCURATE, COMPLETE, AND HAVE BEEN REVIEWED AND APPROVED BY THE AGENCY'S AUTHORIZED AGENT.	
Authorized Agent/Title	Telephone Number
➤ Signature	() Date
➤	

INSTRUCTIONS
PVEA WEATHERIZATION CHECKLIST AND CERTIFICATION OF
DOCUMENTS TRANSMITTED
CSD 733P (New 7/05)

- O Enter contractor's name, contract term, and contract number.
- O **Number 1.** List the amount refunded to CSD and check the Submitted Box. If funds are not being refunded to CSD, check the Not Applicable box.
- O **Number 2.** If an Adjustment is necessary, include the bimonthly weatherization report period and relevant data. Check the Submitted Box. If Adjustments are not being submitted, check the Not Applicable Box.
- O **Number 3.** If CSD 734P, EQUIPMENT INVENTORY SCHEDULE, is being returned with equipment purchase data, check the Submitted Box. If not, check the Not Applicable Box.
- O Please read and sign the Certification box at the bottom of the page. Include name of Authorized Agent and Title, Telephone Number, Signature and Date.
- O If more space is needed, attach additional copies of the form.